



“We don’t worry about missing rate changes or getting a wrong number, E-file automatically tells us the right amount. It’s great!”

Ivy Teng
Senior Accountant
Virginia Mason Medical Center

Communicate

Get reminders to file and updates by e-mail

When you sign up for E-file, you have access to our free ListServ e-mail service. It automatically sends you:

- reminders to file
- information on enhancements to the E-file software application
- notification of system maintenance

You may opt out of this service.

Secure messaging

Correspond with Department of Revenue staff in a secure electronic mail environment with our secure messaging feature. Your communications are encrypted and confidential. Use secure messaging to ask questions and get responses, including binding tax rulings, faster than traditional mail.

Confidence

E-file is secure

When you file electronically, a secure, encrypted connection is established for your account. Your tax information remains confidential, yet accessible to you at any time. Plus, with our electronic funds transfer, E-check and credit card payment options, you never worry about a paper check being delayed, lost or stolen in the mail.

E-file provides proof you filed your return

When you submit your return and payment, a printable confirmation screen will appear. It includes:

- confirmation number
- date and time submitted
- payment type
- date to transfer payment
- amount to be paid
- name of person completing the return
- name of person authorizing payment

Your confirmation information also can be found at the bottom of your filed return.

Connect

Getting started on E-file is easy!

Visit <http://dor.wa.gov>. Click on the E-file icon in the upper right. You will be asked to create a logon and password. Select “Add a Business Account” and enter your nine-digit tax registration number as it appears on your tax return mailing label. You will also need your eight-character Pre-assigned Access Code located on the mailing label of your tax return.

111 111 111 Tax registration number

BYNBYD*****AUTO**3-DIGIT 985

TAXPAYER NAME
1234 MAIN STREET
OLYMPIA, WA 98501-8501



PAC CODE A848678A

Pre-assigned access code

Once your account is registered successfully, click the Continue button. Click on Start E-file to begin electronic filing!

Need Help?

For more information, or if you need assistance setting up your E-file account, call our Telephone Information Center at 1-877-345-3353.



To inquire about the availability of this document in alternate format for the visually impaired, please call (360) 705-6715.

Teletype (TTY) users please call 1-800-451-7985.

Prepared by the Taxpayer Services Division



The Fastest Way To File
Your State Taxes





is at your
fingertips
24 hours
a day,
every day



“E-file works great! REI is going paperless, so it’s a good fit. It’s just easier for us to file our returns and transfer funds electronically.”

Pat Gossler
Senior Account Representative
Recreational Equipment, Inc. (REI)

Convenience

Discover the freedom of filing online

E-file guides you through the filing process, automatically calculates taxes due, and checks your return for errors or omissions before you file it. E-file gives you the online tools you need to streamline your filing chores and avoid costly mistakes or missed deadlines.

- Customize your return to show only the tax-reporting lines you need
- Access the latest tax laws and rules
- File returns for past periods
- View and print previously filed E-file returns
- Use secure messaging to ask questions
- Upload data from your own accounting software or spreadsheets
- Review a return prepared by a tax professional before it’s submitted
- Pay use tax online

Choices

More control with multiple payment options

Electronic Funds Transfer

You can arrange to transfer funds from your bank account to the Department of Revenue’s bank account. The amount transferred is determined by the amount due on your tax return.

Two methods of EFT are available:

ACH Debit

E-file will initiate an ACH (automated clearing house) debit payment after you submit your tax return. The transaction is free and gives the Department of Revenue permission to withdraw only the amount that you authorize on your tax return, on the date you authorize. That means you can file your taxes early but delay payment until the date your taxes are due. With E-file, you no longer have to wait until the due date to get your paperwork filed.

ACH Credit

Using this payment method, E-file will not initiate the ACH credit transaction. You are responsible for contacting your bank to ensure funds are deposited in the state’s bank no later than 5 p.m. Pacific Time on the EFT payment due date.

What is mandatory EFT?

All businesses with an annual tax liability of \$240,000 or more must pay their taxes by electronic funds transfer. No other payment option is available if your business meets this threshold.

E-check

When your return is submitted, you will be redirected to the U.S. Bank web site to enter your bank account number and transit routing number. U.S. Bank charges a \$1 convenience fee for using this service.

Credit card

Pay your taxes with an American Express or Discover credit card. After your return is submitted, you will be redirected to the Official Payments Corporation web site to enter your credit card information. Service fees are imposed by the credit card companies.

Pay by check

Electronic payments are easy and secure, but you may also E-file your tax return and mail a paper check. After submitting your return, you will be prompted to print a payment voucher. Write your tax registration number on your check, attach it to the voucher, and mail it to:

Washington State Department of Revenue
P.O. Box 34052
Seattle, WA 98124-1052

If you are unable to print the voucher, call 1-877-345-3353 to request one by mail or fax.